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Approved For Release 2002/06/18 : CIA-RDP84-00463R000100040009-2

1 NOV 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 1 November 1974:

a. Fast Payment Procedures. Representatives of the Office of Finance and Office of Logistics met to discuss the possible adoption by the Agency of procedures for fast payment of invoices similar to fast payment procedures of the Armed Services Procurement Regulations. Those procedures, based on statutory authority, allow immediate payment of invoices up to \$10,000 based on the caveat that the contractor represents by submission of the invoice that the supplies have been delivered to a proper recipient of the Government and that the contractor agrees to replace, repair or correct supplies not received at destination, damaged in transit or not conforming to purchase agreements. It was agreed that both Offices would review the ramifications of procedural changes required to implement a payment procedure based on invoices only, coupled with the follow-up routines required to assure the continued integrity of the Agency's financial control system for property accountability. This subject will be discussed further when these procedural reviews are completed.

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d. DDCI Pay. The military pay increase authorized by Executive Order 11812 increased the DDCI's allowances so that the sum of his military pay and allowances now exceeds his CIA pay entitlement by a small amount. The law does allow him in these circumstances to retain his full military pay and allowances. We will inform Lt. Gen. Walters that there is no longer an Agency pay differential due to him.

e. Meeting with OJCS. OF and OJCS representatives held their regular monthly meeting to discuss the status of projects of mutual interest to the two Offices. It was reported that the GAS feasibility proposal, targeted for a 31 October completion date, will be available for review early next week except, as previously reported, for the development of definitive requirements relating to data entry elements of the new system. [REDACTED] reported that OJCS is nearing completion of an extensive review of the processing steps required to support the payroll system and was preparing recommendations to improve overall processing routines for discussion with this Office.

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f. OJCS Computer Users Group. [REDACTED] OF representative to this Group, attended the 31 October meeting chaired by [REDACTED] OJCS. There was considerable discussion and debate about utilization of a basic compiler in conjunction with the new time sharing system which is being planned for installation in November. Our interest in the inclusion of a basic compiler is that it will enable us to convert our commercial time sharing application for annuity computations to an in-house application; it will also permit greater flexibility in the development of additional small stand alone applications.

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g. Shared Administrative Support Costs, FY 1975 and FY 1976. At Mr. [REDACTED] request, we provided estimated SAS costs for FY 1975 and FY 1976 for DDO components for use in OMB budget hearings. In the absence of actual data for FY 1975 (now targeted to be available in late November or December), we provided estimates based on an analysis of FY 1974 costs adjusted to recognize anticipated cost growth factors.

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25X1 h. Computer Graphics Meetings. [redacted] and
25X1 [redacted] have been having meetings [redacted]
25X1 of the Information Science Training Staff
and [redacted] a senior DIA intelligence
analyst and a renowned computer graphics specialist,
who has been working on Intelligence Community projects.
[redacted] will give a presentation to the present
Information Science for Financial Management Course on
the state of the art on computer graphics. The pur-
pose of our meetings with [redacted] is to help make
his presentation relevant to financial management.

i. Executive Dining Room. [redacted] OF, is
exploring the actions required to reconcile the subsid-
iary detail of the Executive Dining Room accounts
receivable with the control account.

2. Significant activities for the next week include the following:

a. Pay Increase. The Agency biweekly salary checks due 8 November will include the legislative pay increase authorized by Executive Order 11811.

b. CIA/State Administrative Review Group. This Group will meet on Monday to further refine papers on its various tasks preliminary to briefing you next Wednesday on its findings and conclusions.

[redacted]
Thomas B. Yale
Director of Finance

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Karen:

The CIA/State Administrative Review Group will be briefing Mr. Blake on its findings and conclusions next Thursday rather than Wednesday as indicated in para 2b of the attached report.

Office of Finance